

Memorandum

TO : Building Planning Staff

DATE: 13 November 1969

FROM : Chief Logistics Reference Room

SUBJECT: Procedure for Ordering Publications

1. Please disregard my memorandum of 5 November 1969.
2. Form 357 is being discontinued. In requesting publications please use Form 1395, which is available in all Agency supply rooms.
3. Fill in only the title of publication, author or originating agency, and publisher. Under remarks type name of requestor, component initials, room number, and telephone extension. Do not fill in the top of form, cost center or authorized by.
4. Have a GS-15 or above initial in the remarks column under requesting office's delivery information. For your records you should retain the yellow Loan Copy of the form.

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